

Texas Historical Commission

Job Vacancy Notice

Position Title:	Collections Manager
Classification Title:	Curator II
Job Posting Number:	18-1600-25
Salary:	\$3,300.00-\$3,600.00/month
Salary Group/Class#:	B18/7468
FLSA:	Exempt
Opening Date:	09/28/2017
Closing Date:	Until filled
Duration:	Regular, Full-Time
Hours/Week:	40
Work Location Address:	San Felipe de Austin State Historic Site, 220 2 nd Street, San Felipe, TX

JOB OBJECTIVE: Under the direction of the Site Manager, this position performs museum exhibit services and technical assistance work for the San Felipe de Austin State Historic Site of the Texas Historical Commission (THC). In direct support of the site museum program, this position maintains and cares for all objects that are part of the site's permanent and temporary museum exhibits. The Collections Manager is directly responsible for implementing the temporary exhibit program—work involves identifying and researching objects from San Felipe de Austin special collections, identifying and coordinating incoming loans from outside institutions, and confirming that all exhibits throughout the museum building are in stable, clean and safe conditions. Work under general supervision, with limited latitude for the use of initiative and independent judgment.

This position will contribute to planning and evaluation related to overall museum operations including, but not limited to: public programming development and implementation, creation and distribution of online content and social media, retail product development, and budgeting and allocation of limited resources to accomplish site goals. In addition, the collections manager may occasionally serve as the manager-on-duty, responsible for daily operations at the San Felipe de Austin SHS and museum.

ESSENTIAL DUTIES

Collections Management

1. Maintain and care for artifacts on display and in storage.
2. Maintain and monitor the integrated pest management and environmental control program
3. Clean exhibit cases and museum exhibit areas, and train and supervise other cleaning staff.
4. Identify objects for temporary exhibit.
5. Collaborate with the Chief Curator, Curator of Archeology and Site Manager to review all proposed acquisitions, de-accessions, gifts and donations, and exhibit loans.
6. Manage acquisitions and loans according to agency collections management policy.
7. Accession and catalogue any incoming collections per agency collections standards.
8. Update and maintain collections database.
9. Complete required curatorial paperwork and reports.
10. Perform research connected to site collections, exhibits and the historic site.
11. Serve as a liaison to stakeholders interested in supporting the historic site through collecting and/or donating objects.

Interpretation

12. Assist in implementing the site's interpretive plan.

13. Develop and implement curatorial tours and provide occasional guided tours to diverse audiences.
14. Assist in the presentation of educational programs and interpretive activities.
15. Oversee the development, scheduling and installation of temporary exhibits with guidance from the Chief Curator and Site Manager.
16. Assist in facilitating programs and special events on and off-site.

General

17. Train and supervise collections interns and volunteers.
18. Contribute to budget planning and resource allocation discussions related to collections and exhibits.
19. Write articles for local media and THC blog regarding collections.
20. Assist in updating the site's social media pages.
21. Adhere to established work schedule with regular attendance.
22. Follow all THC safety guidelines/procedures and ethics requirements.

NON-ESSENTIAL DUTIES

Other duties as assigned related to site operations, including but not limited to: daily operations, cash-handling/end-of-day processing, opening/closing procedures for museum, assignment of paid/unpaid staff related to daily operations.

QUALIFICATIONS/REQUIREMENTS (The application must specifically state how each of the following qualifications are met)

- Graduation from an accredited four-year college or university with a degree in history, public history, museum studies, library science, archeology or closely related field;
- Minimum two year's work experience in archival work, museum collections management, and historic site interpretation;
- Valid driver's license, acceptable driving record and ability to drive a state vehicle; and
- Required to travel up to 20% of the work period.

PREFER

- Master's degree in museum studies, library science, conservation, cultural resource management or closely related field.

KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of professional museum and archival practices in preservation and management;
- Knowledge of arrangement and description of archival materials;
- Knowledge of decorative arts history;
- Knowledge of current museum interpretation methods and strategies;
- Knowledge of exhibit development;
- Knowledge of local, state and federal laws related to collections and program areas;
- Knowledge of program planning and implementation;
- Knowledge of American History;
- Knowledge of methods and techniques for historical research;
- Effective verbal and written communication, human relations and organizational skills;
- Skill in use of various social media outlets;
- Skill in providing customer service excellence to both internal and external customers;
- Skill in operating a personal computer with word processing, database, spreadsheet and collections management software;
- Ability to work in a setting requiring self-motivation/cooperative decision-making and to work effectively with diverse groups of people;
- Ability to work effectively under pressure and meet strict deadlines while maintaining extreme attention to detail;
- Ability to multi-task in a fast-paced environment;
- Ability to adapt successfully and quickly to change and deliver quality results in a timely manner;
- Ability to plan, organize and work independently, as well as within a team environment;

- Ability to exercise sound judgment and discretion; and
- Ability to maintain the highest level of confidentiality.

REGISTRATION, CERTIFICATION, OR LICENSURE:

Must have or obtain a valid Driver's License and complete a Defensive Driving Course to be able to operate state vehicles.

ENVIRONMENT/PHYSICAL CONDITIONS: The workplace setting is a historic site, in an office and in outdoor settings where there is exposure to high temperatures, weather, dust, insects and pollution. This employee typically works Monday through Friday, and some holidays and may be required to work occasional weekends and hours other than 8:00 a.m. to 5:00 p.m. This position may involve walking; standing; pulling and pushing; kneeling, stooping and bending; safely lifting and carrying items weighing up to 30 pounds and climb one steep flight of stairs on a regular basis. Work includes walking on uneven pathways and unpaved surfaces.

REMARKS (Application procedures, Special requirements): State of Texas application must be submitted through the Work In Texas website at www.workintexas.com. You must have a Work In Texas profile in order to login and complete the application. If you have questions regarding the application process, please contact your local Work in Texas office. Only applicants interviewed will be notified of their selection or non-selection. Resumes will NOT be accepted in place of a completed application.

The Texas Historical Commission is an equal opportunity employer and does not discriminate on the basis of race, color, religion, sex, national origin, genetic information, age or disability in recruitment, selection, appointment, training, promotion, retention or any other personnel action or deny any benefits or participation in programs or activities which it sponsors.

Section 651.005 of the Government Code requires males, ages 18 through 25, to provide proof of their Selective Service registration or of their exemption from the requirement as a condition of state employment.

As part of the employment process, THC will conduct a driving and criminal background check. Unsatisfactory information relevant to the position may disqualify the applicant from employment.

Disability access for testing and interview accommodations can be provided upon reasonable notice by contacting Human Resources at 512-305-6729.

THC participates in E-Verify and will provide the Social Security Administration and, if necessary, the Department of Homeland Security with information from each new employee's Form I-9 to confirm work authorization.

Additional Military Crosswalk information can be accessed at:

http://www.hr.sao.texas.gov/Compensation/MilitaryCrosswalk/MOSC_LibraryandRecords.pdf

Veterans: Go to www.texasskillstowork.com for assistance with translating your military work experience and training courses into civilian job terms, qualifications/requirements and skill sets.

For New Hires/Rehires: Health insurance is available the 1st of the following month after a 60-day waiting period.

AN EQUAL OPPORTUNITY

AFFIRMATIVE ACTION EMPLOYER